

VACANCY ANNOUNCEMENT

Issued on 25 March 2020

Functional Title:	Junior Assistant/Operator for Data Collection (two positions)
Duty Station of Assignment:	Municipality of Mamusa
Type of Contract:	Individual Contract
Duration of Assignment:	3 working months over the period from 1 May to 31 July 2020
Closing date for applications:	8th April 2020

BACKGROUND

UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning and municipal administration since 1999. The Municipal Spatial Planning Support Programme (MuSPP implemented from 2005 to 2016) provided spatial planning and other related support to 12 partner municipalities from which the Municipality of Mamusa was supported notably in the process of drafting the Municipal Development Plan (MDP). Building on the results and tools generated by the MuSPP Programme, the UN-Habitat Kosovo Office continues to be in a position to provide strategic, comprehensive package of support to build or complement municipal planning and management capacities, and other functions as per needs and resource (made) available.

Assessing the current development situation in the Municipality of Mamusa through evaluation of the current Municipal Development Plan (MDP), analysis of the municipal development data and the existing spatial planning database has been concluded jointly by the UN-Habitat and the Municipality of Mamusa in 2019. The process, which was undertaken for the purpose of initializing the process of developing the Municipal Zoning Map (MZM), produced a final report and roadmap where, among others, the upgrade of the spatial planning database was marked as an essential step prior to the MZM.

In the new planning cycle, the development of Municipal Zoning Map of Mamusa respectively the upgrade of the spatial planning database is foreseen to start in 2020 with the support of UN-Habitat. Municipality has already taken a formal decision which was endorsed by MIE. Re-functionalizing the organizational chart of the human resources required for the new cycle and formalizing the necessary structures within the chart will also be part of the support. All the activities will be closely coordinated with the Department of Urbanism as a spatial planning formal authority.

For general information on UN-Habitat in Kosovo refer to the website:
<http://www.unhabitat-kosovo.org>

PURPOSE OF THE POST

The overall purpose of these positions is to assist the respective spatial/urban planning Consultant and GIS Consultant in the day-to-day work with municipal planners. Specifically, the junior assistant/operator for data collection will be involved in data collection/analysis process in function of drafting the municipal zoning map, respectively in the data migration into the Spatial Planning Database. The practitioners will be under the direct supervision of UN-Habitat representative and under the general supervision of the planning officer in the municipality of Mamusa.

MAIN TASKS OF THE POST

Under the direct supervision of the appointed UN-Habitat's GIS Consultant, the Assistant/Operator for Data Collection will be responsible for performing the following main tasks:

- Design/drafting adequate templates/maps for data collection;
- Contact relevant institutions regarding data that need to be collected;
- Collection of data on city urban structure, housing, social infrastructure, public spaces, demography, economy, transport, environment, technical/social infrastructure, etc.;
- Field analysis and collection of additional data on urban structure of the city, housing, social infrastructure, public spaces, demography, economy, transport, environment, technical/social infrastructure, etc.;
- Introducing of collected data into adequate software systems;
- Preparation of presentations as needed;
- Regular attendance at coordination meetings;
- Additional duties as needed (organization of meetings with the public, etc.)

DELIVERABLES AND TIMELINE

Monthly progress report to be submitted at the end of each working month. Work plans will be agreed with appointed UN-Habitat's spatial planning officer in coordination with the Director for Development, Planning, Urbanism, Geodesy and Cadaster in the municipality of Mamusa on a monthly basis subject to the main tasks of the assignment (above) and in consideration of the workload priorities at that time.

PROGRESS CONTROL AND PAYMENT INSTALLMENTS

Payment will be made in monthly installments upon completion and acceptance of monthly progress report. A time sheet must be submitted by the individual contractor, duly approved by the appointed UN-Habitat's spatial planning officer/advisor and the Director for Development, Planning, Urbanism, Geodesy and Cadaster in the municipality of Mamusa, which shall serve as the basis for the payment of fees. Final payment amount will be based on actual days worked for that month.

DUTY STATION

The work shall be performed from the office located at the premises of the municipality of Mamusa. Transport to and from work (including the field work within Mamusa) will be the staff member's responsibility. If requested, the transport outside of Mamusa for the purpose of data collection (from regional/central institutions) will be provided.

COMPETENCIES

Professional: Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Shows persistence when faced with difficult problems or challenges. *Communication:* Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed. *Team work:* Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings. *Client Orientation:* Establishes and maintains productive partnerships with the Municipality of Mamusa and other related institutions by gaining their trust and respect. Monitors ongoing developments inside and outside the environment of the municipality of Mamusa to keep informed and anticipate problems. Meets timeline for delivery of products/services to the municipality of Mamusa.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- Ongoing or completed university degree in Spatial Planning, Architecture, Applied Geography, Urban Design, Social Science or any other field of sustainable urban development.

Language

- Fluency (reading, writing and speaking) in Turkish and Albanian is required.

Other skills

- Good working knowledge software applications: AutoCad, ArchiCad, Adobe Photoshop, Microsoft Office, GIS (great additional asset);
- Good knowledge and understanding of urban and spatial planning, sustainable development etc.;
- Design and graphic presentation skills;
- Good verbal and written communication skills;

Special considerations:

The candidate should be:

- Familiar with, and committed to the goals of UN-Habitat
- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed
- Able to work under pressure in diverse environments with minimum supervision
- Sensitive to gender issues and issues of concern to vulnerable groups
- Flexible and prepared to pursue goals through teamwork
- Able to meet deadlines for reporting and all project work
- Express enthusiasm and willingness to continue learning new skills and share experiences with other members of the team

HOW TO APPLY

Interested candidates must submit an email quoting **the post title and the duty station** to the email address: **recruitment@unhabitat-kosovo.org**

with the following documents/information to demonstrate their qualifications:

1. **Cover letter** explaining why they are the most suitable for the work
2. **Completion of a CV in P11 Form** which can be downloaded at:
http://unhabitat-kosovo.org/wp-content/uploads/2019/08/p11_form.doc
The CV shall include information on the past experience in similar projects and at least 3 references.

Deadline for applications: 8th April 2020

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org